



**JOB OPENING**

<b>JOB TITLE</b>	<b>PERFORMING ARTS EDUCATIONAL PROGRAMMER</b>
<b>POSTING DATE</b>	September 11, 2024
<b>CLOSING DATE</b>	<b>Open until filled.</b>
<b>DEPARTMENT/DIVISION</b>	Special Services/HAWK
<b>EMPLOYMENT STATUS</b>	Part-time
<b>START DATE &amp; WORK SCHEDULE</b>	<b>ASAP</b> Monday-Friday, some weekends & evenings (performances), 24-30 hours/week.
<b>PAY RATE</b>	\$19.00 - \$21.00 per hour
<b>PREVIOUS WORK EXPERIENCE</b>	Required experience in administering performing arts programs to children in a pre-professional or recreational setting. Excellent communication skills and organizational skills are required.
<b>EDUCATION:</b>	College degree or proven significant work experience in performing arts programs considered in lieu of completed degree. Major/Minor in theatre, arts administration or related field preferred.
<b>SPECIAL SKILLS &amp; TRAINING</b>	Excellent communication skills and organizational skills are required.
<b>BASIC RESPONSIBILITIES</b>	Under the direction of the Farmington Hills Special Services Cultural Arts Supervisor and Cultural Arts Coordinator, the Performing Arts Educational Programmer will perform administrative tasks related to the Youth Theatre and youth dance programs, including communicating with participant families regarding scheduling and registrations, coordinating with directors about rehearsal spaces and materials, assisting with rehearsals and performances as needed
<b>HOW TO APPLY</b>	All candidates must complete a City of Farmington Hills <a href="#">employment application</a> . Applications are located at <a href="http://www.fhgov.com">www.fhgov.com</a> or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to <a href="mailto:hr@fhgov.com">hr@fhgov.com</a> or in person to the HR Department for consideration.

**EQUAL OPPORTUNITY EMPLOYER**